



# Summary of Current Job Openings



As of 1/21/2011 1:44 PM – *subject to change*

**DISCLAIMER:** The City of Milwaukee offers this summary as a **convenience only**, and is not an official communication. For positions that have deadlines or extensions, receipt of applications may be discontinued at any time after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Please refer to the **Job Announcement Bulletin (JAB)** (available in Room 706 of City Hall and the web site) for the job description, **minimum** education and experience requirements, salary, etc. **Unless otherwise noted**, a separate Job Application is required for each position. For some positions, copies of *college transcripts, certifications or licenses* must accompany the application (see the JAB or the web site). A resume may not be substituted for the application.

JOB TITLE	APPLICATION DEADLINE
Accounting Specialist	Extended to 1/28/2011
Administrative Assistant IV	01/28/2011
Budget Analyst	Extended to 1/28/2011
Budget and Management Lead Analyst	Extended to 1/28/2011
Budget and Management Special Assistant	Extended to 1/28/2011
Building Operations Supervisor	Extended to 1/28/2011
Contract Specialist	02/11/2011
Health Project Coordinator, <i>Empowering Families of Milwaukee</i>	01/28/2011
Landscape and Irrigation Specialist	Extended to 01/24/11
Library Circulation Aide, <i>part-time</i> <i>You must be at least 16 years of age AND a City of Milwaukee resident at time of application AND current enrollment as a high school student OR college or technical school student for a minimum of 3 credits.</i>	Continuous recruitment
Library Reference Assistant	02/11/2011
Municipal Court Clerk I	01/28/2011
Office Assistant I	Continuous recruitment
Office Assistant I, <i>Bilingual – Spanish/English</i>	Continuous recruitment
Office Assistant I, <i>Milwaukee Police Department</i>	Continuous recruitment
Parking Enforcement Assistant Manager	02/11/2011
Plumber	02/11/2011
Public Health Nurse	Continuous recruitment
School Crossing Guard <b>OR</b> Substitute School Crossing Guard, <i>part-time</i>	call 935-7990 to apply
School Secretary I	Continuous recruitment
School Secretary I, <i>Bilingual – Spanish/English</i>	Continuous recruitment
Substitute Handicapped Children’s Assistant	Continuous recruitment
Supervisor of Application Development	Extended to 1/28/2011
Two-Way Radio Communications Technician ( <i>Electronic Technician</i> )	Extended to 1/28/2011
Urban Forestry Intern	01/28/2011

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## ***Four ways to find out about City of Milwaukee employment opportunities...***

<b>INTERNET:</b>	<a href="http://www.milwaukee.gov/jobs">www.milwaukee.gov/jobs</a>
<b>E-MAIL:</b>	To be notified by E-mail when a new job is announced, go to the following web site for instructions on how to <b>subscribe</b> to City of Milwaukee job announcements: <a href="http://www.milwaukee.gov/der/eNotify">www.milwaukee.gov/der/eNotify</a> After you login to your account the first time, click on "E-Notify" and under the <b><i>Information Updates</i></b> category check the box next to <i>Career Opportunities with the City of Milwaukee</i> .
<b>PHONE:</b>	Call (414) 286-5555 for a <b>recording</b> of current job openings. ( <i>Updated weekly or as changes occur.</i> )
<b>IN PERSON:</b>	<b>Job Announcement Bulletins (JABs)</b> are posted on bulletin boards on the 7 <sup>th</sup> floor of City Hall, 200 E. Wells Street. <i>Office hours</i> : Monday – Friday, 8:00 am – 4:45 pm ( <i>closed major holidays</i> ). Copies of applications and JABs are available in Room 706 ( <i>ask the receptionist</i> ).